

March 2005

Issue 1

KAISERSLAUTERN CPAC CONNECTION



From the Director

Welcome to the first Kaiserslautern Civilian Personnel Advisory Center (CPAC) newsletter of 2005! Since becoming the Director in September 2004, I have looked for ways to distribute civilian personnel information to our customers. Certainly, there are plenty of web pages full of national news, but they don't include KMC information. Email is useful, but it isn't 100% effective in reaching everyone. To address this issue, the CPAC will distribute a quarterly newsletter, which will be posted at <http://www.chra.eur.army.mil/> (click on CPAC Homepages, then on Kaiserslautern). The articles will focus on civilian personnel issues and generally address the topics that matter to you, our KMC customers. In this first issue, we have selected a few topics based on your telephone calls and email inquiries. If there is a particular subject you would like us to cover in future issues, I encourage you to submit ideas. I also welcome your feedback. In closing, I am happy to be here and I look forward to meeting and working with you all.

Department of Defense Priority Placement Program (PPP)

Employees subject to rotation nearing the end of their overseas tours frequently have questions about PPP. For example, what is it, what makes a person eligible to register, what is the process, what happens once an offer is extended and where do I go for more information.

What is it? The Department of Defense (DOD) PPP is an automated mandatory placement program used to register and place well-qualified employees within DoD. "Well-qualified" means the registrant must be able to perform all job requirements of the matched position with orientation only.

Who is eligible? To be eligible to register in PPP, employees must be on a career, career-conditional, or permanent excepted service appointment, and be employed in their own right. Successful completion of the overseas tour or approval to curtail a tour, if applicable, is the first requirement for registering. Family members who are accompanying their sponsors back to the United States are also eligible provided they meet the Executive Order 12721 eligibility, meaning they have been employed for 12 months in the overseas area and have a rating of record of Fully Successful or higher. Employees with performance or conduct problems are not eligible for registration. Employees with return rights to the same or higher grade are also ineligible.

What is the process? Upon notification of non-extension an employee is given the option to exercise reemployment rights, register in PPP, retire or resign. If PPP is elected, the employee has 7 days to register, but can't do it earlier than 6 months prior to the date the tour ends. Employees register in the "zone" from which

recruited, the zone in which the employee last resided preceding overseas service, or a zone closest to the overseas activity. The Zone map can be found at

<http://dayton.cpms.osd.mil/public/adgindexp.cfm>

. A declination to register will result in a directive to exercise reemployment rights (if applicable), or may result in separation from Federal service if no return rights exist. Employees remain registered until placement occurs; declination of a valid offer; renewal of tour; or 30 days prior to exercising return rights. Employees frequently ask if their employment overseas continues during the time they are registered in PPP. The answer is yes. Failure to match for a position in PPP is not a basis for terminating employment.

What happens once an offer is extended? One valid offer will be extended to a registrant. A valid offer is loosely defined as being a position that has essentially the same conditions as the current job. Employees will be given 3 days to either accept or reject the valid offer. Once accepted, the employee is generally required to report to the new duty station within 45 days.

Where do I go if I need more information?

Employees who reach the end of their tour will receive individual PPP counseling from the Kaiserslautern CPAC prior to registration. If you have questions before then, you can go to http://www.cpms.osd.mil/care/care_ppp.htm or contact your servicing Personnel Representative.

New Civilian Pay Customer Service Representative (CSR)

As of January 2005, Kaiserslautern Department of Army US civilian employees began receiving service from a new CSR. Should you have any questions regarding your pay, taxes, Leave and Earning Statement, leave balances, time cards, addresses or W4 forms, please call DSN 375-9766. DeCA employees should contact their representative at DSN 489-7427.

Summer Hire Program 2005

This is just a heads up to start thinking about the Summer Hire Program. How many students do you want to employ in your organization? Do you need clerical help or do you need some laborers? Of course, you must appoint a lucky person to be responsible for the timekeeping. There is no guidance out yet but the tentative date for the summer hire period is from Monday

27 June 2005 until Friday 5 August 2005. Once information is out it will be posted on the <http://www.chra.eur.army.mil> web site.

1 March 2005 Magic Date

Please note that 1 March 2005 is a magic date

- Any references to the old Civilian Human Resources Management Agency (CHRMA) website will be removed from our Web server pages, please use <http://www.chra.eur.army.mil>
- All email addresses using the old @chrma.hqusareur.army.mil email suffix will reject. Please check your stored email addresses for CPAC and Civilian Personnel Operations Center (CPOC) employees. Please use the Army Knowledge Online email address or firstname.lastname@cpocea.army.mil.
- Army Europe Form 690-60B, Notice of Personnel Action for Local National (LN) employees will be sent to the Foreign Forces Payroll Office electronically. The managers or supervisors need to print the LN Personnel Actions, as hardcopies will no longer be distributed.

Non-Appropriated Fund Corner

ARMY KAISERSLAUTERN Non-Appropriated Fund (NAF) - Child Development Centers (CDC), School Age Services, and Teen Center are continuously hiring individuals to work in the five facilities in the Kaiserslautern Military Community, (Landstuhl Teen Center, School Age Services and CDC, Kleber and Miesau) The hourly wages are from \$8.63 to \$15.37, depending on your qualification and educational background. For more information contact the Kaiserslautern Army NAF Office at KaiserslauternNAF@cpocea.army.mil.

Questions or Feedback??

If you have a question or concerns, email: kaiserslauternCPAC@cpocea.army.mil. Also, don't forget to give us feedback on the newsletter. Recommend changes or suggest topics for future issues. We want to hear from you!